

CERTIFICATE OF DOING BUSINESS UNDER ASSUMED NAME ("D/B/A")

Dutchess County Clerk's Office, 22 Market Street, Poughkeepsie, NY 12601

Richard M. Anderson, Dutchess County Clerk (845) 486-2120

PURSUANT TO SECTION 130 OF THE GENERAL BUSINESS LAW OF NEW YORK STATE

1. I certify that my name is (*print name*) _____.
2. I am eighteen years of age or older (or, if less than eighteen, my age is _____ years).
3. I live at (*street address*) _____
in (*city*) _____ (*state*) _____ (*zip*) _____.
4. I intend to do business in DUTCHESS COUNTY at the following address:

in (*city or town*) _____, New York, (*zip code*) _____.
5. I will do business under the name _____
_____.
6. (*Optional*) I further certify that I am the successor in interest to the following person, who formerly used this name or names to conduct or transact business (*person's name*) _____.

My signature: _____ Date: _____

STATE OF NEW YORK)
COUNTY OF DUTCHESS) SS:

On this _____ day of _____, 200 __, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

(signature and office of individual taking acknowledgment – Notary Public or Commissioner of Deeds)

Instructions: Use this form for a DBA by Individual(s). Before it is filed, you must first check the DBA name in our Record Room. Complete the form but DO NOT SIGN IT until in the presence of a Notary Public or Commissioner of Deeds. My staff are Commissioners of Deeds and can witness your signature(s) at no charge (if you bring a photo ID with you), or you can mail the document in, already notarized. Bring or mail the form to our offices at 22 Market Street, Poughkeepsie, together with \$25 for filing (plus \$5 per certified copy) in cash, money order, or a certified check made payable to Dutchess County Clerk. Remember that you will need at least two certified copies of your DBA: one must be kept at your business and the other will be required by your bank when opening a business account. Legal questions should always be addressed by an attorney.